

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/IPC-04	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
EDPE Utilization - Format D						<input checked="" type="checkbox"/> STATISTICAL	
						<input type="checkbox"/> NARRATIVE	
						<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL	<input checked="" type="checkbox"/> TRAINING	<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify) MIS			
		<input checked="" type="checkbox"/> LOGISTICS	<input checked="" type="checkbox"/> SECURITY				
		<input checked="" type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> FINANCE				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
2		Semi Annual			1 - OPPB		
7. FORMAT (memorandum, form computer print-out, etc) <b>Coded Transcript Sheet</b>		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT  BOB Circular No. A-83		
		<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.				
		<input type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Directorate				Received from 7 DD/S Directorates, worked, consolidated, and fed to OPPB			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
13	9.40		2		\$18.80		2 \$37.60
B. COSTS OF COMPUTER PRODUCED REPORTS							
1 page x 3 copies x .03 = \$.09							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
OMB Requirement - Initial Report June 1967							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	
						DOLLARS	
						N/A	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					
		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190034-0					